

**Society of American Archivists Foundation
Board of Directors Meeting
August 2, 2019
Austin, Texas**

**Executive Director's Report
(Prepared by Executive Director Nancy Beaumont)**

Since the Foundation Board's November 2018 meeting, the staff has worked with Board members to accomplish the following activities.

FUNDRAISING / DEVELOPMENT

- Implemented the 2018 year-end Annual Appeal using messages drafted by Margery Sly. Letters (signed by the SAA and SAAF presidents) were prepared for past presidents of SAA, Fellows, retired members, and individuals who donated in 2017 but not yet in 2018, and were sent to Foundation Board volunteers who hand-notated them and posted them on or about Friday, December 7. Thank you, All!
- Published articles and announcements in each issue of *Archival Outlook*:
 - *January/February*: 1) "Embracing the Profession and Legacy Giving," by Waverly Lowell, and 2) my column highlighted our 450 donors in FY 2018—as well as our record-breaking total of \$96,441 in contributions (an increase of 26% over 2017)—and called out those who had made a gift "in honor of a colleague, friend, or loved one."
 - *March/April*: 1) Joint promotion of the NDRFA with SAA's MayDay 2019 and 2) call for applicants for 2019 Annual Meeting Travel Awards.
 - *May/June*: Display box publicized the awarding of five Strategic Growth grants (along with a brief mention in my column).
 - *July/August*: 1) "Legacy Giving and the SAA Foundation," highlighting Linda Henry's gift, by Margery Sly, and 2) "An Archive for Black Podcasts," by Miranda Mims and Steven Fullwood, reporting out on work done with a 2018 SAAF Strategic Growth grant.
- Implemented the May 1 (MayDay) day of giving to replenish the National Disaster Recovery Fund for Archives, with total donations of \$2,020 from 16 donors. This solicitation yielded significantly less in donations than did the June 27, 2018, day of giving (totaling \$12,280).

- Hand-notated all thank you letters sent to donors from the staff office.
- Participated in a conference call with the Development Committee and implemented suggestions for ensuring a Foundation “presence” at the Joint Annual Meeting (handouts, “See Your Way Clear to Give” glasses cleaners, etc). As in 2018, publicized the sale of “Peace-Love-Archives” t-shirts by SAA as “All proceeds to the SAA Foundation.” Worked with Maggie Hoffman and Margery Sly on the traveling exhibit.

GRANTMAKING AND AWARDS

- Publicized the grant application deadline in the September/October issue of *Archival Outlook*, highlighting four recent grants.
- Assisted the Grant Review Committee in its review of 22 letters of inquiry for Strategic Growth grants, of whom 13 were invited to submit a full proposal. Subsequently assisted the committee in 1) reviewing 12 grant proposals using SmarterSelect software to streamline both the submission and review processes and 2) recommending to the Board that five grants be awarded. Staff handled all communication with grant proposers and awardees, from letters of inquiry through grant notifications and payments.
- Assisted the Travel Award Committee (Sharmila Bhatia, Fynnette Eaton, Michele Pacifico, and Council member Melissa Gonzalez) in selecting the winners from among 38 applicants (down from 70 in 2018, the first year of the award). Notified all applicants and worked with the award recipients to address questions associated with meeting the award requirements.

GOVERNANCE

- Worked with the Grant Review Committee to implement revisions in the Grant Application Guidelines and Evaluation Procedures approved by the Board in November, and with Scott Cline to make minor revisions in the online forms.
- Prepared materials and planned logistics for the Foundation Board’s August meeting.

ADMINISTRATION

- Drafted the FY 2020 proposed budget, discussed it with Treasurer Amy Fitch, and put it forward for discussion and vote at this meeting.
- Prepared the FY19 year-end financial statements. (See Agenda Item IV.C.)

We are grateful to Erin Lawrimore, whose term as a “Class A” member ends at this meeting, and to Tanya Zanish-Belcher for her willingness to serve a second term on the Board as SAA’s immediate past president. We appreciate their commitment to ensuring that the Foundation has a firm footing and is set to grow and thrive.

As always, I welcome your questions, ideas, and suggestions.